

Jobs

Government & Defence

**CAREERS
IN GOVERNMENT**

Northern Territory Government jobs are advertised online.

You can find information on current jobs at www.nt.gov.au/jobs or call **1300 659 247** for more information.

www.nt.gov.au/jobs 1300 659 247

The Northern Territory Government is aiming for an inclusive and diverse workforce. All equal employment (EEO) groups are encouraged to apply.



**NORTHERN
TERRITORY
GOVERNMENT**

Legal

 **CENTRAL LAND COUNCIL**

LEGAL SECRETARY/PARALEGAL – LE006 – ALICE SPRINGS
CL 4 – CL 5 (Commencing at \$63,162 progressing to \$74,705)
Ongoing contract

This position plays a crucial role in the legal section in undertaking tasks of a legal secretarial, paralegal and administrative nature, supporting staff lawyers and assisting with their workflows. The candidate must have formal qualifications in Legal Secretarial studies, Certificate IV in Business Administration or equivalent relevant experience and education/training – and/or a willingness to undertake necessary training (both formal and informal) as required.

CLOSING DATE: SUNDAY 14 JULY 2019
Aboriginal people are encouraged to apply.


CONTACT DETAILS

For more information contact Human Resources Advisor, Leonie Jones on 08 8951 6377. For Job Description, Selection Criteria and how to apply, please visit www.clc.org.au.

Total effective package includes: base salary, district allowance, superannuation, leave loading, relocation assistance, annual airfare allowance and salary packaging options. Annual progression within the salary scale is subject to satisfactory performance. Progression is in accordance with annual increments set out in an enterprise agreement.

Main Office: 27 Stuart Highway, Alice Springs NT 0870 | **Post:** PO Box 3321, Alice Springs NT 0871 T (08) 8951 6211 F (08) 8953 4343 www.clc.org.au

Manufacturing, Transport & Logistics



CONSOLE OPERATOR

Indervon Petroleum Pty Ltd is currently seeking a suitably qualified person to take on the role of casual Console Operator at Indervon Petroleum located on the North Stuart Highway, Alice Springs. The successful candidate will need to carry out the following duties:

- Undertake the honest, accurate, efficient and effective operation of console point of sale
- Undertake the daily reconciliation of Service Station takings with registered sales
- Ensure the security of all monies through regular clearance of cash registers
- Assist in the regular conduct of stock takes and ordering
- Assist in the regular conduct of maintenance and development of retain displays and stock rotation
- Assist in the regular conduct of cleaning of ablution block and fuel bowsers and report any repairs needed to the Manager
- Assist with the preparation of take-away food
- Seek continuous improvement of all aspects of the Service Station
- Other duties as required

To apply for this position, please submit a recent resume along with covering letter addressing the selection criteria as required to hr.assistant@ngcouncil.org.au

For more information, please contact:
Sonsee Isaako, HR Assistant
Ngaanyatjarra Council
Ph: 08 8950 1763
E: hr.assistant@ngcouncil.org.au

Applications close on 23rd of July 2019 (COB)

Trades and Services



alicesprings.nt.gov.au/careers

Alice Springs Town Council greatly values its employees, providing quality employment conditions and generous benefits

REGIONAL WASTE MANAGEMENT FACILITY RECYCLING MACHINE OPERATOR

Council is seeking a suitably skilled person to operate machinery including compactor, excavator, front end loader tub grinder, hook bin truck, water truck and backhoe and prepare bulk recyclable products for resale.

Salary: \$70,244 – 71,587 p/a including minimum allowance
Closing date: 9am Monday 22 July 2019
Contact: James Sanders – 0457 839 968

REGIONAL WASTE MANAGEMENT FACILITY OPERATOR

Council is seeking an enthusiastic person to work at the Transfer Station, Rediscovery Centre, Weighbridge and stockpiles at the Regional Waste Management Facility on a rotating roster with some weekend work included (paid at applicable rates).

Salary: \$62,587 – \$63,637 p/a including minimum allowance
Closing date: 9am Monday 22 July 2019
Contact: Kim Shaw – 8950 4340

NOTE: All applicants must address each selection criteria contained in the position description available from Council's website. Indigenous persons are encouraged to apply.

Rex Mooney
Chief Executive Officer
"A town like Alice"

PO Box 1071 Alice Springs, NT 0871 (08) 8950 0500
astc@astc.nt.gov.au alicesprings.nt.gov.au

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General

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☆ **Daisy** ☆



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Adult Services


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